

LIBRARY SERVICES

MISSION STATEMENT

The mission of The Burbank Public Library is to provide access to information, recreation and education through a variety of media. The Library fulfills its commitment to the future by providing stimulating materials and programs that encourage its citizens to become lifelong learners.

DESCRIPTION

The Burbank Public Library is our community's link to literacy, lifelong learning, personal growth, education, and entertainment. To meet the needs of our diverse community, we provide access to a variety of services and information resources.

The Central Library and two branches offer an extensive collection of materials, both print and non-print, Internet access, expert research staff, and supportive services. Through state-of-the art technology and participation in cooperative library systems, the Burbank Public Library is also able to furnish access to additional resources.

The Library fulfills its commitment to the future by providing stimulating materials and programs, which encourage youth to become life-long learners.

To accomplish its mission, the Library operates two divisions: Technical Services and Public Services.

- Technical Services includes Technical Processing (acquisitions, cataloging, processing library materials); Automation Services, (Internet access, circulation, database maintenance, on-line public access web-based catalog); Library Website Management, Branch and Administration Services.
- Public Services include Senior, Adult, Children, Teen Services, Audio Visual Services, Literacy Services, Programming.

OBJECTIVES

- Continue to pursue a new Library logo.
- Translate the Library's Services brochure into Spanish and Armenian.
- Update the appearance and structure of the Library's website.
- Conduct a needs assessment survey to determine what new services and materials patrons would like to have in the Library.
- Increase number of class visits in-house and/or school visits to English Depts. & classrooms to promote on-line data bases & Library services for students.
- Continue to utilize Library Web 2.0 technology to increase the Library's visibility (blogs, wikis, etc).
- Meet changing community needs for library services, materials and programs.

CHANGES FROM PRIOR YEAR

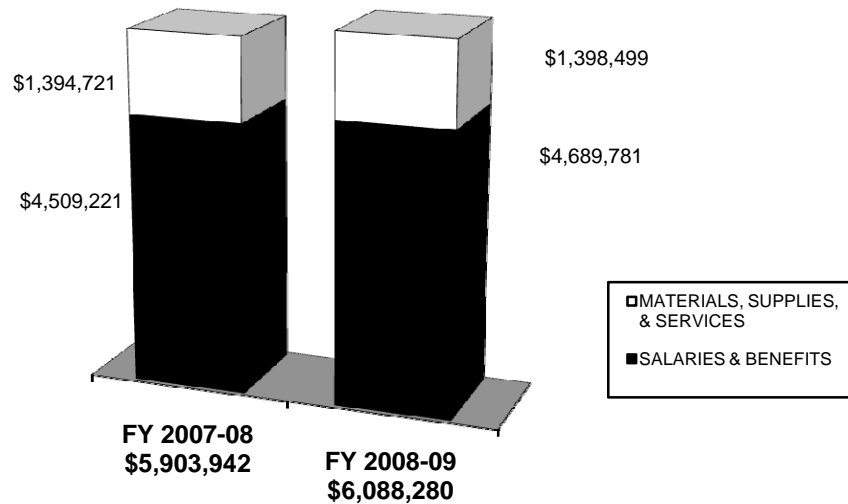
- \$7,050 has been added to the Sister City Committee budget to cover additional expenses for the Incheon, South Korea student exchange program.

DEPARTMENT SUMMARY

	EXPENDITURES 2006-07	BUDGET 2007-08	BUDGET 2008-09	CHANGE FROM PRIOR YEAR
Staff Years	65.941	68.698	68.698	
Salaries & Benefits	\$ 4,245,921	\$ 4,509,221	\$ 4,689,781	\$ 180,560
Materials, Supplies, Services	1,343,769	1,394,721	1,398,499	3,778
TOTAL	\$ 5,589,690	\$ 5,903,942	\$ 6,088,280	\$ 184,338

LIBRARY SERVICES

Department Summary



2007-08 WORK PROGRAM HIGHLIGHTS

- Developed the second annual BurbankREADS program, selecting the book *Rocket Boys* for all residents to read. As part of the program the Library sponsored a film series of 10 movies, including *October Sky* which is based on the book, scheduled 2 dramatic readings, hosted several book discussions, created 8 new programs for children, teens, adults and the entire family. The Library also created a new blog specific to BurbankREADS. (www.burbankreads.blogspot.com) and had 10 new signs made to advertise the program on refuse trucks.
- The Library developed and went live with its own wiki, AskWiki, <http://burbank.wikidot.com>, a collection of resources compiled for the Burbank community by Burbank Public Library librarians. The Library also created a wiki for children, <http://little.wiki.wikidot.com> highlighting some of the special children library services offered on-line and in the library.
- Northwest Branch Library improved the accessibility of their DVD collection resulting in a DVD circulation increase of 700%.
- The library placed a survey link on its website to encourage participation in a statewide survey being conducted by the State Library on how Californians are finding and using information in libraries.
- The Library hosted 12 exchange students for 14 days from its Sister City Incheon, South Korea. This was the first student exchange between Burbank and Incheon.
- Introduced TumbleBookLibrary link to our website. This subscription service for children offers free online read-along picture books such as *Can I Have A Stegosaurus, Mom? Can I? Please?* and audio books such as *Black Beauty* and *The Jungle Books*.
- Central Library introduced a new adult book club called Mystery Brewing. Only mysteries are read and discussed.
- As an added service, Library patrons may now check out, at no charge, a basket to carry their materials home with them.
- The Children's Division introduced "Monday Morning Movies," a new program for the under-5 crowd.

2008-09 WORK PROGRAM GOALS

- Enhance the awareness of Library Service throughout the community by promoting Library card use, pursuing a new Library logo, participating in community events, speaking at community organizations, increasing our use of Channel 6, adding school visits and issuing on-the-spot library cards at special events, etc.
- Meet changing community needs for Library services, materials and programs by conducting various needs assessment of our patrons and tracking circulation patterns of specific library materials.
- Utilize existing and new technologies to improve customer service by updating the appearance and usability of the Library's website, educating the public on self-check procedures, monitoring the usage of Live Homework Help and tracking the usage of iBistro features.
- Work with each Library Division to review and update the Library's procedures and policy manual.
- Promote the importance of literacy, reading and lifelong learning by monitoring participation in school age book clubs, and developing a new BurbankREADS campaign for 2009.
- Continue to emphasize the international language collection for adults and children by continuing with the We Speak Your Language campaign and increasing the collection in books, the spoken word and DVDs.
- Continue to work with Financial Services Dept. to explore funding options for new Central Library.
- Reorganize audio/visual materials at Central for more efficient browsing by patrons.
- Expand services to the senior population by partnering with senior centers and coordinating our activities and services such as book clubs, computer training and informative programs.

Technical Services Division

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The Technical Services Division includes Technical Processing, Circulation Services and Automated Services. Technical Services acquires, catalogs and processes all library materials for the library system. These resource materials include recreational reading, print and electronic information sources, videotapes and DVD's, audio recordings and periodicals. About 44,000 new items were cataloged and added to the collection last year. Circulation Services records and discharges circulation transactions, including maintaining patron records. Over 1.3 million items were circulated last year. Automated Services manages internet access, the Library's automated circulation system, the on-line public access catalog and a variety of computer databases. Over 290,000 patrons used our public access internet. Library Services Administration is included in this division. Administration Services provides administrative leadership and clerical support for all technical and public service areas. This division also provides liaison support for the Board of Library Trustees and the Sister City Committee. It administers the auditorium and community room reservations at Central and Buena Vista Branch, schedules proctoring services, manages the Library website and oversees Branch Services.

OBJECTIVES

- Continue to utilize Library Web 2.0 technology to increase the Library's visibility (blogs, wikis, etc.)
- Update the appearance and structure of the Library's website.
- Continue to track the usage of iBistro features.

DIVISION SUMMARY

	EXPENDITURES 2006-07	BUDGET 2007-08	BUDGET 2008-09	CHANGE FROM PRIOR YEAR
Staff Years	20.499	21.843	21.843	
Salaries & Benefits	\$ 1,587,161	\$ 1,576,850	\$ 1,660,919	\$ 84,069
Materials, Supplies, Services	494,411	529,981	537,179	7,198
TOTAL	\$ 2,081,572	\$ 2,106,831	\$ 2,198,098	\$ 91,267

Public Services Division

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The Public Services Division includes Senior, Adult, Children and Teen Services, Audio Visual Services, Literacy Services, and Programming. Professional reference librarians at all three Burbank Libraries using traditional, as well as online resources, handle over 250,000 reference questions each year. The 24/7 on-line reference service provides 24-hour access to a reference librarian as well as access to thousands of magazines and articles. A link to a small business website provides assistance to business related questions. Live Homework Help, which provides homework help on-line, has assisted over 3500 students this past year. Public Services includes community-oriented activities and services such as the Home Borrowers' program, volunteer programs, and special interest programs for children, teens, and adults. More than 500 programs are presented each year with over 30,000 patrons attending. Children's programming includes a wide variety of activities for preschoolers through middle grades designed to promote a lifelong love of reading, and the ability to utilize libraries and information sources. Expanded teen programs include reading programs, book clubs, poetry slams, Teen Council and book related contests. Computer classes are available for seniors. Literacy Services provides one-on-one tutoring for adults who speak English, but read or write below a sixth grade level. Literacy Services also offers a Ready to Read Literacy program that tutors 4th grade students who are reading below grade level. Participants improve their reading skills by at least one grade level.

OBJECTIVES

- Continue to pursue a new Library logo.
- Conduct a needs assessment survey to determine what new services and materials patrons would like to have in the Library.
- Translate the Library's Services brochure into Spanish and Armenian.
- Review and update the Library's Rules of Conduct.
- Explore options for providing the delivery of reference services to meet the emerging expectations of our patrons.

DIVISION SUMMARY

	EXPENDITURES 2006-07	BUDGET 2007-08	BUDGET 2008-09	CHANGE FROM PRIOR YEAR
Staff Years	45.442	46.855	46.855	
Salaries & Benefits	\$ 2,658,760	\$ 2,932,371	\$ 3,028,862	\$ 96,491
Materials, Supplies, Services	849,358	864,740	861,320	(3,420)
TOTAL	\$ 3,508,118	\$ 3,797,111	\$ 3,890,182	\$ 93,071

Technical Services Division

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		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2006-07	FY 2007-08	FY 2008-09	PRIOR YEAR
STAFF YEARS		20.499	21.843	21.843	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 1,162,649	\$ 1,142,485	\$ 1,179,627	\$ 37,142
60006	Overtime	4,010	126	126	
60012	Fringe Benefits	417,809	429,751	476,678	46,927
60022	Car Allowance	2,693	4,488	4,488	
		1,587,161	1,576,850	1,660,919	84,069
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62170	Private Contractual Services	\$ 83,444	\$ 78,890	\$ 78,890	
62300	Special Departmental Supplies	32,752	26,045	26,045	
62305	Reimbursable Materials	1,258	1,325	1,325	
62310	Office Supplies	1,515	1,488	1,488	
62440	Office Equip Maint & Repairs	406	523	523	
62455	Equipment Rentals	2,003	1,972	1,972	
62460	Library Programming	958	1,000	1,000	
62625	Literacy Services	21,486	38,873	38,873	
62690	Sister City Committee	10,462	4,950	12,000	7,050
62710	Travel				
62755	Training	528	530	530	
62895	Miscellaneous	331	400	400	
62970.1000	Holding - PLF		42,246	42,246	
NON-DISCRETIONARY					
62000	Utilities	61,310	58,067	58,067	
62220	Insurance	122,530	122,530	122,530	
62470	F533 Office Equip Rentals	11,765	11,765		(11,765)
62475	F532 Vehicle Equip Rentals	4,028	6,120	6,556	436
62485	F535 Comm Equip Rentals	47,709	46,926	46,797	(129)
62496	F537 Computer Equip Rentals	91,926	86,331	97,937	11,606
		494,411	529,981	537,179	7,198
PROGRAM TOTAL		\$ 2,081,572	\$ 2,106,831	\$ 2,198,098	\$ 91,267

Public Services Division

001LB02A

		EXPENDITURES FY 2006-07	BUDGET FY 2007-08	BUDGET FY 2008-09	CHANGE FROM PRIOR YEAR
STAFF YEARS		45.442	46.855	46.855	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 1,986,550	\$ 2,152,564	\$ 2,223,986	\$ 71,422
60006	Overtime	12,348	6,165	6,165	
60012	Fringe Benefits	658,067	773,642	798,711	25,069
60022	Car Allowance	1,795			
		2,658,760	2,932,371	3,028,862	96,491
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62170	Private Contractual Services	\$ 10,855	\$ 10,100	\$ 10,100	
62300	Special Departmental Supplies	11,568	10,743	10,743	
62310	Office Supplies	8,820	8,815	8,815	
62425	Library Resource Materials	389,614	384,747	381,747	(3,000)
62425.1001	Resource Materials - Electronic	25,000	25,000	25,000	
62425.1002	Technology Resources	59,569	35,000	35,000	
62425.1003	Audio Visual Resources		75,000	75,000	
62435	General Equip Maint & Repairs	150	155	155	
62440	Office Equip Maint & Repairs	14,091	11,000	11,000	
62700	Memberships & Dues	181	200	200	
62710	Travel	457	1,000	1,000	
62755	Training	483	505	505	
62895	Miscellaneous	420	500	500	
NON-DISCRETIONARY					
62000	Utilities	194,953	186,826	186,826	
62441.1000	Print Shop	20,575			
62470	F533 Office Equip Rentals	996	996		(996)
62496	F537 Computer Equip Rentals	111,626	114,153	114,729	576
		849,358	864,740	861,320	(3,420)
PROGRAM TOTAL		\$ 3,508,118	\$ 3,797,111	\$ 3,890,182	\$ 93,071

LIBRARY SERVICES

AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2006-07	STAFF YEARS 2007-08	STAFF YEARS 2008-09	CHANGE FROM PRIOR YEAR
LIBRARY SERV DIR	1.000	1.000	1.000	
ASST LIBRARY SERV DIRECTOR	1.000	1.000	1.000	
LITERACY COORDINATOR	1.000	1.000	1.000	
SUPVG LIBRARIAN	4.000	4.000	5.000	1.000
SR ADMINISTRATIVE ANALYST**	1.000	1.000	1.000	
EXECUTIVE ASSISTANT	1.000	1.000	1.000	
SR LIBRARIAN	2.000	2.000	1.000	-1.000
CHILDRENS' LIBRARIAN	1.000	1.000	2.000	1.000
LIBRARIAN	12.000	12.000	11.000	-1.000
LIBRARY ASSISTANT	9.000	11.000	11.000	
SR CLERK	1.000	1.000	1.000	
LITERACY CLERK	1.000	1.000	1.000	
INTERMEDIATE CLERK	3.000	2.000	2.000	
LIBRARY CLERK	10.000	10.000	10.000	
TOTAL FULL TIME	48.000	49.000	49.000	
Part Time	*	*	*	
SR LIBRARIAN		0.113 (1)	0.113 (1)	
CHILDREN'S LIBRARIAN	0.600 (1)	0.600 (1)	0.000	-0.600
LIBRARIAN	3.020 (9)	3.020 (9)	3.620 (10)	0.600
LIBRARY ASSISTANT		0.500 (1)	0.500 (1)	
MESSENGER BILL DELVR	0.375 (1)	0.375 (1)	0.375 (1)	
LIBRARY CLERK	6.892 (16)	6.392 (15)	6.392 (15)	
LIBRARY MONITOR	1.100 (3)	1.100 (3)	1.100 (3)	
LIBRARY PAGE	7.098 (17)	7.598 (18)	7.598 (18)	
TOTAL PART TIME	19.085 (47)	19.698 (49)	19.698 (49)	
	*	*	*	
TOTAL STAFF YEARS	67.085 (95)	68.698 (98)	68.698 (98)	

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

** THE ADMINISTRATIVE ANALYST SERIES WAS REVISED IN MAY 2007 (RESO. 27,474, 27,475 & 27,476). AS A RESULT OF THIS CHANGE, POSITIONS WITH ADMINISTRATIVE ASSISTANT TITLES BECAME ADMINISTRATIVE ANALYST I, ADMINISTRATIVE ANALYST I BECAME ADMINISTRATIVE ANALYST II AND ADMINISTRATIVE ANALYST II BECAME SENIOR ADMINISTRATIVE ANALYST. THESE CHANGES DID NOT CAUSE ANY ADJUSTMENTS IN SALARIES OR BENEFITS.